

CARMEL PLAN COMMISSION

2007 TIMELINE: FILING & NOTICE DEADLINES, DISTRIBUTION DATES¹

PLAN COMMISSION MEETING DATES (Third Tuesday)	FILING DEADLINE: Public Hearing Items (60 days prior)	FILING DEADLINE: Non-public Hearing Items (45 days prior)	TECHNICAL ADVISORY COMMITTEE MEETING** (Third Wednesday)	PLAN COMMISSION COMMITTEE MEETING DATES* (1 st Tuesday)	DEADLINE: Public Notice Deadline (25 days prior)	PACKET DEADLINE: Packets Mailed (10 days prior) Friday	DEPARTMENT REPORTS: Staff Reports Mailed, (5 days prior) Wednesday
January 16	November 17	December 1	December 20	February 6	December 22	January 5	January 10
February 20	December 22	January 5	January 17	March 6	January 26	February 9	February 14
March 20	January 19	February 2	February 21	March 29	February 23	March 9	March 14
April 17	February 16	March 2	March 21	May 1	March 23	April 6	April 11
May 15	March 16	March 30	April 18	June 5	April 20	May 4	May 9
June 19	April 20	May 4	May 16	June 28	May 25	June 8	June 13
July 17	May 18	June 1	June 20	August 7	June 22	July 6	July 11
August 21	June 22	July 6	July 18	September 4	July 27	August 10	August 15
September 18	July 20	August 3	August 15	October 2	August 24	September 7	September 12
October 16	August 17	August 31	September 19	November 1	September 21	October 5	October 10
November 20	September 21	October 5	October 17	December 4	October 26	November 9	November 14
December 18	October 19	November 2	November 14	January 8	November 14	December 7	December 12

¹*All scheduled dates are subject to change or cancellation.
See reverse side for additional notes.*

Additional Notes:

*The Plan Commission Committees generally meet at 6:00 PM to address items forwarded by the full Plan Commission. The above Committee dates are those that follow the Plan Commission meeting displayed at the left of each row.

Technical Advisory Committee (TAC) meets the 3rd Wednesday of the month beginning at 9:00 a.m. in the DOCS Conference Room. **The distribution deadline for plans to the Technical Advisory Committee is 15 days prior to the TAC meeting date. The above TAC dates are those that must be attended to proceed to the Plan Commission meeting displayed at the left of each row.

Carmel Common Council meets the 1st and 3rd Monday of each month at 6:00 p.m.

Board of Public Works meets the 1st and 3rd Wednesday of each month at 10:00 a.m.

For additional information contact the Department of Community Services at 317/571-2417.

CARMEL/CLAY PLAN COMMISSION

PUBLIC NOTICE REQUIREMENTS

The Commission requires the Petitioner to notify by Certified Letter all persons deemed by State Statute and the Commission to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall be published or sent not less than *twenty-five (25) days* prior to the Public Hearing date (including the date of the hearing). The parties designated in the Rules of Procedure will be the persons designated by the Commission as the party responsible for causing the notice to be published. For the purposes of consideration, a newspaper or general circulation in the county in accordance with the Indiana Code is the Indianapolis Star (317/444-7163); E-mail Carol Mitchell at publicnotices@indystar.com.

The following information shall be included in both the published legal notice and the notice of interested parties:

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate
- (c) General location by address or other identifiable geographic characteristic of the property
- (d) Name of the person, agency or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time and place of the Public Hearing
- (g) Statement that the petition may be examined at the Office of the Plan Commission (Carmel Department of Community Services)
- (h) Statement that any person may offer verbal comments at the Public Hearing or may file written comments prior to or at the hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

All meetings (unless otherwise noted) are conducted at 6:00 PM:

Council Chambers
Carmel City Hall, 2nd Floor
One Civic Square
Carmel, IN 46032

Written comments may be sent to:

Carmel/Clay Plan Commission
c/o Ramona Hancock, Secretary
Carmel City Hall
One Civic Square
Carmel, IN 46032

Files may be examined at:

Department of Community Services
Division of Planning & Zoning
Carmel City Hall, 3rd Floor
Carmel, IN 46032
317/571-2417